



<b>Meeting Minutes</b>	<b>August 26, 2016</b>	<b>Town Hall Annex Conference Room</b>
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**In attendance:** Commissioners Stephanie Marlin-Curiel, Barbara Costa, Adria Arch, Jonathan Hyde, and Leland Stein; Jennifer Raitt, Director, DPCD; Jennifer Erickson, Manager of Technical Assistance programs, MAPC.

**Absent:** Commissioners Carla Dorato and Aimee Taberner

The meeting was called to order at 9:00am.

The focus of the meeting was to begin planning for the cultural plan.

- **Funding** MAPC's funding for the cultural plan is \$25,000. The DLTA portion of the funding, \$10,000, must be expended by December; the remainder of the funds in calendar year 2017. ACAC's commitment is \$2,500. Erickson is applying for a grant to boost the project's budget. In addition, Raitt said there was \$5000 in CBDG (Community Block Development Grant) funds with which she could hire a non-profit consultant to help with organizational/structural issues, e.g., how arts/culture orgs could work together.
- **Cultural Assets** The group began by identifying the major cultural assets in town and the untapped assets.
- **Planning Process** Erickson said the final project scope does not have to be restricted to the original grant application filed by ACAC, which focused on the proposed Cultural District. There was consensus that the plan should be town-wide. Other agreements:
  - The plan will build on existing data, research, and asset inventories, not spend time recreating what's already on hand.
  - ACAC will provide in-kind time to the project – hosting and facilitating focus groups, participating in working sessions with DPCD and MAPC, online surveying, etc. MAPC will build ACAC's participation in the scope document.
  - The plan will outline assets and needs but will focus primarily on an action plan that provides specific policy and program recommendations to be implemented by the town and the cultural community.
  - In addition to DPCD and ACAC, the Cultural District Managing Partnership and other cultural leaders will be invited to participate in the working sessions with MAPC.

- **Outcomes** Ideas included:
  - Increased collaboration between cultural organizations
  - A one-stop source of information about cultural events and programs for Town residents and visitors
  - A clear understanding of what the town's cultural organizations need in order to thrive and grow
  - A cultural brand which provides an umbrella for promoting the town's culture
  - A framework for using currently underutilized spaces for arts and cultural projects
  - Increased town support of the arts and cultural sector: a paid position to manage and coordinate implementation of the plan and support the growth of the town's cultural assets and programs and a dedicated income stream to support the town's arts and culture
- **Next Steps**
  - Erickson will develop a draft scope based on today's discussions and circulate to Raitt and ACAC for review
  - MAPC will create a web page for the project
  - Town Day will be used as a "soft" launch for the project at the DPCD and ACAC booths. Names and contact information will be collected from residents interested in the project

The meeting was adjourned at 10:30am.